

# COVID 19: Practicalities Plan – November 2021

## Minimising Risk and Response to Infection and Symptoms

Issue	Actions Needed	Success Criteria	COST
<p>Cross contamination</p>	<ul style="list-style-type: none"> <li>• Lateral flow device tests available for all staff to test themselves at home twice every week before coming to school</li> <li>• Results from LFD tests need to be reported immediately via Weduc and positive results to DHT. Take PCR if LFD is positive and isolate until result is negative.</li> <li>• Staff must wear masks in communal areas</li> <li>• Staff can wear masks in other areas and on playground if desired</li> <li>• Ideally, adults should maintain one-metre distance from each other and children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow, it will help. In particular, they should avoid close face- to-face contact and minimise time spent within one metre of anyone.</li> <li>• Interventions can be taught as normal</li> <li>• PPA as normal – staff to maintain one metre social distance</li> <li>• PPA room and staff room computers – staff to wipe down surfaces before and after use</li> <li>• Keep windows open to aid ventilation - opening high-level windows in preference to low level to reduce draughts.</li> <li>• Breakfast club and after school club to continue</li> <li>• Staff led and externally provided after school clubs to end on Friday 3<sup>rd</sup> December until further notice</li> <li>• Children to walk through playground to classes in morning from breakfast club</li> <li>• Business and Premises Teams to work in offices/isolation as much as possible</li> </ul> <p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. Ensure that staff and pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> <li>• When they arrive at the school</li> <li>• When they return from breaks</li> <li>• When they change rooms</li> <li>• Before and after eating</li> <li>• Staff to sanitise hands when entering and exiting school</li> </ul>	<p>Children and staff follow guidance to reduce chance of infection.</p>	

High Risk, Medium Risk, Low Risk

<p>Drop off and collection times</p>	<ul style="list-style-type: none"> <li>• Reduce number of adults on site – one adult only to bring children to school and to drop off at designated school gate – Staff on each gate</li> <li>• Reception through gate 2; Nursery and Year 1 use gate 5; Years 2, 3, 4, 5 &amp; 6 use gates 1 and 6</li> <li>• Children in ground floor classrooms to go straight into class at 8.30am.</li> <li>• Nursery morning session is 8.30am to 11.30am; afternoon session is 11.40am to 2.40pm</li> <li>• Reception finish at 3.00pm</li> <li>• Year 1 and 2 to finish at 2.50pm</li> <li>• Years 3, 4, 5 &amp; 6 finish at 3.00pm</li> <li>• Site team to place line of cones in playground at the end of the day to separate Year 3 and 4 parents from the staff and classes</li> <li>• Site team to place barriers in playground at the end of the day to separate Year 5 and 6 parents from the staff and classes</li> <li>• Encourage parents to vacate area as soon as child has been collected</li> <li>• Late collections – children sit in corridor outside classroom. Teacher calls office so they can call parents. Office call parents immediately. When the parent or carer arrives at the main office gate, the office will call the class teacher who will dismiss the child at the gate (maintaining social distancing). <b>Parent or carer collecting late must wait outside the office gate.</b></li> <li>• <b>Parents and carers are encouraged to continue to wear face coverings on the playgrounds</b></li> <li>• No 'lates' bookings</li> </ul>	<p>A limited number of people on site will reduce infection rates and cases of the virus.</p> <p>Parents and children / staff may feel more reassured if we comply to social distancing.</p>	
<p>Parents</p>	<ul style="list-style-type: none"> <li>• Parents to call office or email rather than face to face contact</li> <li>• No admittance for parents into building anywhere including main office – phone and email correspondence only</li> <li>• If a phone call will not suffice then parent meetings will be by appointment only. Social distancing rules apply.</li> </ul>	<p>Reduce face to face conversations in order to promote social distancing resulting in less spread of the virus on the school site.</p>	

High Risk, Medium Risk, Low Risk

<p>Registration, Playtimes, Lunchtimes and Assemblies</p>	<ul style="list-style-type: none"> <li>• Children and staff to choose dinner options during morning registration</li> <li>• All children and staff to wash/sanitise hands when entering and leaving their classrooms</li> <li>• All climbing equipment cleaned at least daily</li> <li>• No lost property – children are <b>not</b> allowed to remove coats or jumpers on the playgrounds</li> <li>• Display a list of Wet Play rules and the activities allowed</li> <li>• Dining tables to be cleaned between sittings</li> <li>• Staff room – keep windows open for ventilation; maintain one metre distance; limit time spent in staff room</li> <li>• Assemblies in classes; Ethos will be conducted via Microsoft Teams</li> <li>• Christmas performances will be recorded for parents to view via Weduc and children to watch in class</li> <li>• Pantomime cancelled – reward afternoon in classes</li> </ul>	<p>Reduce the risk of virus spreading in confined and open spaces.</p>	
<p>Meetings</p>	<ul style="list-style-type: none"> <li>• Staff meetings cancelled until further notice</li> <li>• AOB meeting via MS Teams on Tuesdays at 8.15am</li> <li>• SLT meetings cancelled until further notice</li> <li>• SMT meetings daily in HT office at 8.00am wearing masks and social distanced</li> <li>• Parents evenings to be held via video call</li> <li>• Focus on well-being and mental health of staff and children</li> </ul>	<p>Use of larger spaces and limit number of visitors will reduce the spread of infection and risk of catching C19.</p>	
<p>Visitors / Contractors</p>	<ul style="list-style-type: none"> <li>• Essential visitors only - complete disclosure form and wear masks</li> <li>• Promote and engage with NHS Test and Trace process</li> <li>• A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test &amp; Trace.</li> <li>• Maintain social distancing during meetings</li> <li>• Wash hands and/or sanitiser on entry and exit</li> </ul>	<p>A limited number of people on site will reduce infection rates and cases of the virus.</p>	
<p>PPE recommendations</p>	<ul style="list-style-type: none"> <li>• Follow government guidelines</li> <li>• Availability of PPE for staff to wear when dealing with symptomatic children</li> </ul>	<p>Reduced spread of infection and risk of catching C19.</p>	
<p>Toilets</p>	<ul style="list-style-type: none"> <li>• Only one child allowed at a time from each class</li> <li>• 20 second hand washing after each visit</li> <li>• Adult supervision</li> <li>• Additional cleaning</li> <li>• Toilets to be cleaned more often during the school day</li> </ul>	<p>Additional cleaning will reduce the spread of infection and risk of catching C19.</p>	

**High Risk, Medium Risk, Low Risk**

<p>Extra cleaning and sanitisation will be required to ensure the site is as safe as possible</p>	<ul style="list-style-type: none"> <li>• Extra daily cleaning hours established</li> <li>• More frequent cleaning of rooms or shared areas that are used by different groups</li> <li>• Cleaning frequently touched surfaces more often than normal, such as: door handles, handrails, table tops, play equipment and electronic devices</li> <li>• Cleaning materials available for staff to use when necessary or desired</li> <li>• Extra deep clean to be arranged if notified of positive case of C19</li> <li>• Extra cleaning and hygiene resources ordered and regular stock checks undertaken</li> <li>• Regular cleaning of playgrounds and pathways including outside school gates to be done</li> </ul>	<p>Reduced spread of infection and risk of catching C19.</p>	
<p>Positive case or symptoms of C19 in whole school community</p>	<ul style="list-style-type: none"> <li>• See Croydon’s flow chart and action cards at the end of this document</li> <li>• Contain any outbreak by following local health protection team advice</li> <li>• Individuals who are self-isolating are <b>not</b> to attend school site</li> <li>• Designated Isolation Zone next to hall</li> <li>• Provide a remote learning offer via google classroom and workbooks for all children in the event of a localised or national lockdown, or for children who are having to self-isolate.</li> </ul>	<p>Reduced spread of infection and risk of catching C19.</p> <p>Reduce disruption to children’s learning.</p>	
<p>Consideration of extra action</p>	<p>The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p>All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p>	<p>Reduced spread of infection and risk of catching C19.</p> <p>Reduce disruption to children’s learning.</p>	

High Risk, Medium Risk, Low Risk

<p>When the above thresholds are met</p>	<p>When the above thresholds are reached, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place.</p> <p>For all cases relating to staff, please also see the guidance for workplaces: NHS Test and Trace in the workplace Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.</p>	<p>Reduced spread of infection and risk of catching C19. Reduce disruption to children’s learning.</p>	
<p>When an individual has had close contact with COVID-19 symptoms</p>	<p>From 16<sup>th</sup> August, you will not be required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:</p> <ul style="list-style-type: none"> <li>• you are fully vaccinated</li> <li>• you are below the age of 18 years 6 months</li> <li>• you have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• you are not able to get vaccinated for medical reasons</li> </ul> <p>Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.</p> <p>Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others. If you are identified as a contact of someone with COVID-19 but you are not required to self-isolate, you can help protect others by following the <a href="#">guidance on how to stay safe and help prevent the spread</a>. As well as getting a PCR test, you may also consider:</p> <ul style="list-style-type: none"> <li>• limiting close contact with other people outside your household, especially in enclosed spaces</li> <li>• wearing a face covering in enclosed spaces and where you are unable to maintain social distancing</li> <li>• limiting contact with anyone who is clinically extremely vulnerable</li> <li>• taking part in twice weekly <a href="#">LFD testing</a></li> </ul> <p>This advice applies while the person in your household with COVID-19 is self-isolating.</p>	<p>Reduced spread of infection and risk of catching C19.  Reduce disruption to children’s learning.</p>	

**COVID 19: Returning to School: Practicalities Plan – September 2021**

*School Operations*

Issue / Risk	Actions Needed / Points to consider	Success Criteria	COST
Public transport and visits	<ul style="list-style-type: none"> <li>For the rest of the autumn term, educational visits to external destinations will be suspended as will external companies visiting school</li> <li>Encourage families to walk and cycle where possible</li> <li>Families using public transport will be required to wear face coverings</li> </ul>	<p>Reduced number of children using public transport. Routine for removing face coverings established.</p>	
Attendance	<ul style="list-style-type: none"> <li>Attendance is compulsory. School to follow usual attendance policy. In the event of infection or symptoms staff and children follow flow chart at the end of this document.</li> </ul>	<p>Attendance is in line with national averages.</p>	
Anxiety from parents	<ul style="list-style-type: none"> <li>Discuss concerns and provide reassurance of the measures that are being put in place to reduce the risk – direct to Welfare Officer and SMT</li> </ul>	<p>Attendance is in line with national averages. Parents are confident that measures taken are sufficient to reduce the risk.</p>	
Anxiety amongst staff team re C-19	<ul style="list-style-type: none"> <li>Staff who are clinically extremely vulnerable can attend the workplace – seek individual medical advice</li> <li>Staff who are clinically vulnerable (including pregnant) are advised to follow measures such as hand washing regularly, wearing a mask and maintaining social distance as much as possible</li> <li>Staff who live with people who are clinically vulnerable or extremely clinically vulnerable will be advised to follow measures such as hand washing regularly, wearing a mask and maintaining social distance as much as possible</li> <li>Leaders find time to talk to individual members of staff and reassure them and deal with any specific concerns</li> <li>HT to continue to update staff on evolving situation so everyone is informed including those working from home</li> <li>Focus will be on well-being and social issues for staff with encouragement to do more development CPD tasks if they wish to do so</li> <li>Signpost staff to free counselling/advice through unions, Employee Assistance Programme and Ed Psych service</li> <li>Leaders will be aware that some staff members may have experienced difficult circumstances at home during the lockdown period and continue to do so</li> </ul>	<p>Risk is minimised for all staff especially those who are vulnerable. Staff will be motivated; morale will be as high as it can be. The school community will begin to be rebuilt. Staff feel well supported during the return period and confident returning to some sort of normality.</p>	
Staff working	<ul style="list-style-type: none"> <li>AOB meetings will be held via MS Teams at 8:15am on Tuesdays</li> <li>Staff meetings for this term are cancelled</li> </ul>	<p>Staff will be motivated; morale will be as high as it can be.</p>	

High Risk, Medium Risk, Low Risk

practices	<ul style="list-style-type: none"> <li>• OTrack to be updated as usual – internal assessments continue as normal</li> <li>• Performance management arrangements resume as normal</li> <li>• End of year performance reviews for teachers take account of reduced attendance of children at school and the lack of opportunity to meet objectives</li> <li>• Formal assessments resume</li> <li>• Teachers need to plan for ‘filling the gaps’ in reading, phonics, writing and maths. All other subjects as normal.</li> <li>• Catering team to adhere to good respiratory and hand washing hygiene</li> </ul>	<p>Staff will have the chance to meet, talk and ask questions.</p> <p>Staff feel well supported during the return period and confident returning to some sort of normality.</p> <p>Staff have time to plan a revised reading, writing and maths curriculum based on the needs of the children.</p> <p>Children are on track by the end of the year/following year.</p>	
Classroom resources	<ul style="list-style-type: none"> <li>• <b>ALL SURFACES TO BE KEPT CLEAR AT THE END OF EVERY DAY</b></li> <li>• Children to have own stationery and tissues in trays provided by school – spread out trays around room and store under desks where possible</li> <li>• KS2 children to have own musical instrument stored in trays</li> <li>• Children limit the amount of resources brought to school: lunch boxes and water bottles, coats, hats, book bags and mobile phones (Y5&amp;6)</li> <li>• Marking of all books to be completed in line with policy – wash hands before and after, avoid touching face during this period</li> <li>• Outdoor play equipment to be cleaned more frequently</li> <li>• LRC open as normal</li> </ul>	<p>Reduce risk of cross contamination</p>	
Lettings	<ul style="list-style-type: none"> <li>• Polish School to reopen</li> <li>• Holiplay to reopen</li> <li>• Weightwatchers to return to weekly meetings</li> </ul>	<p>Community relationships re-established.</p>	

Action Card 1 – PROCEDURE FOR SUSPECTED CASE AT PURLEY OAKS PRIMARY SCHOOL AND CHILDREN’S CENTRE	Progress
1. If suspected case is a pupil, either the class teacher or teaching assistant must immediately isolate the child in the Designated Isolation Zone (area by the hall). Class teachers to call for assistance within their corridor bubble if no TA available in their class.	
2. Adult accompanying child MUST wear PPE provided.	
3. Once in designated isolation zone the staff member calls the school office on the phone provided in the hall (extensions 101, 102, 103).	
4. The school office call parent or carer and ask them to collect their child immediately and book a test for as soon as possible.	
5. The school office should immediately notify the headteacher or deputy headteacher on their mobile. The office will inform a member of the site team to go and clean the child’s work area.	
6. The staff member remains with the child until their parent or carer arrives to collect them.	
7. When the parent or carer arrives at the school the office they will be asked to wait at the gate.	
8. When the parent or carer arrives at the school the office they will be asked to wait at the gate.	
9. The school office will call the designated isolation zone on extension 114 and ask the staff member to take the child out to the gate.	
10. The staff member should dispose of PPE in the bin in the designated isolation zone and then wash their hands thoroughly in the disabled toilet.	
11. After collection, the school office will notify a member of the site team who will empty the bin and fully clean surfaces in the designated isolation zone and disabled toilet.	
12. If suspected case is a member of staff, send them home immediately, minimizing contacts and surfaces touched while still on the premises.	